

CITY OF MANCHESTER
HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
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HUMANRESOURCES@MANCHESTERNH.GOV



SCHOOL CROSSING GUARD

(Announcement Number R-31-16)
(School Term Schedule)

Starting Pay: \$13.79 per session – no benefits

Work Schedule: 7:40 to 8:40 AM & 2:20 to 3:20 PM school days only

THE JOB:

Maintains a safe environment for students walking to and from school. Candidate will ensure that school children and motorists follow safety laws so that children are provided with a safe environment to prevent injuries. Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from High School; and some experience working with children; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Each Guard will work up to 10 sessions per week, which includes morning and/or afternoon session lasting approximately one hour each. In general, vacancies for regular Crossing Guards are filled with substitutes, as openings occur. Substitutes are contacted by phone (early in the morning -- between 7:00 AM and 7:30 AM). Substitutes must be available on an on-call basis.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background check.

APPLICATION PROCEDURE:

Candidates must complete a city of Manchester Employment Application available at our website: www.manchesternh.gov/jobs or in person at the Human Resources Dept. City Hall Annex. Submission of a resume is optional.

OPENING DATE:

June 1, 2017

CLOSING DATE: June 30, 2018

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****